

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Survey of Senior Secretaries

1. At the request of the Executive Director-Comptroller in a memorandum of 1 May 1963 the Office of Personnel made a study of Senior Secretaries at GS-08 and above throughout the Agency. He has approved the recommendations resulting from this survey.

2. The study proposed a new secretarial pattern more in consonance with actual responsibilities and grading patterns throughout the Government. This new pattern is attached. The grade levels shown are maximum, to be used only where fully merited by the secretary's responsibilities and the supervisor's responsibilities. The study proposed also that a uniform title of Secretary be applied to such positions and that titles of Administrative Officer and Administrative Assistant now used in some cases be limited to jobs primarily administrative in nature.

3. In application of this new pattern the titles of positions will be corrected where necessary, and vacant positions and positions occupied at grades below the position level will be adjusted in accordance with the pattern. In other cases, where downgrading would affect present incumbents, the positions will be retained in existing grades for the duration of incumbency and reduced at the time they become vacant.



Emmett D. Echols  
Director of Personnel

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Attachment:  
Secretarial Pattern

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SECRETARIAL PATTERN

<u>Supervisory Position</u>	<u>Secretarial Grade</u>
Deputy Director	GS-11
Assistant Deputy Director	GS-10
Office Director and Area Division Chief (GS-18 level)	GS-09
Deputy Office Director and Area Division Chief (GS-17 level)	GS-08
Branch and Staff Chief (GS-15-16 level)	GS-07

NOTE: Levels are maximum, to be used only where fully justified by secretary's responsibilities and supervisor's responsibilities.

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<b>TRANSMITTAL SLIP</b>		DATE 2 MAR 1964
TO: Executive Director-Comptroller		
ROOM NO. 7E12	BUILDING Hqs.	<i>LKW</i>
REMARKS:  Kirk:  Just before you left on your trip you asked the Director of Personnel if we couldn't devise a better system for ensuring an orderly move of competent secretaries into the top jobs. Emmett's reply, attached, suggests a modification of the present system which seems reasonable enough to me to be worth a try for a while. Unless you have other suggestions, we will proceed accordingly.  <i>LKW</i> LKW		
FROM: Deputy Director for Support		
ROOM NO. 7D18	BUILDING Hqs.	E <i>[Signature]</i>
FORM NO. 241 1 FEB 55		

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REPLACES FORM 36-8  
WHICH MAY BE USED.

GPO : 1957-O-439445

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Executive Registry

25 FEB 1964

MEMORANDUM FOR: Deputy Director for Support  
SUBJECT : Management of Senior Secretaries  
REFERENCE : Memo to D/Pers fr Exec Dir, dtd 28 Jan 64,  
subject: Survey of Senior Secretaries

DDPERS  
FILE *Personnel*

1. In the referenced memorandum, the Executive Director approved our recommendations resulting from a survey made and reported on 5 August 1963. While approving those recommendations, he questioned the adequacy of current procedures for the orderly move of competent secretaries into top jobs; and, in forwarding his memorandum to us, you have asked for our recommendations.

2. We believe that we can improve our present procedure while retaining its advantages. The present procedure permits quiet, informal and unpublicized exploration of needs and interests, nominations can be informal until decisions are reached, and when a nomination is declined no feelings are hurt and no records have been generated. To improve on it, however, we are taking the following steps. We will prepare a roster of all grade seven and higher career secretaries and a parallel list of senior secretarial positions. We will also bring together biographic profiles on the senior secretaries and critical data on the senior positions. We will continue to use the informal means of trying to keep in touch with up-coming problems and requirements, but a little more attention and effort directed at this matter will perhaps permit us to better anticipate and be prepared to meet reassignment problems.

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Emmett D. Echols  
Director of Personnel

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification